
SAT Test Directions

Standard SAT Script

Notes to the Proctor

This document should be printed and distributed on test day to students approved for printed copy of verbal instructions who are testing in a standard room. Students testing in an accommodated room with standard timing should use the Standard SAT Script for Accommodated Testing.

Students may use this document to read the directions that are read aloud by their proctor.

Students may keep this document open and on their desk during the entire test.

Students may NOT be given additional time, unless approved as a separate accommodation.

Collect this document from each student at the end of their testing and securely destroy it.

Notes to the Student

The following is a printed copy of the directions your proctor will read aloud. Follow along as your proctor reads the directions aloud. If you have questions about what is being read by your proctor, please raise your hand.

- You may keep this document on your desk for the entire testing time but must return it to the proctor after testing.
- You may NOT use this document as scratch paper.
- At various times, your proctor will announce the time remaining in the section, as well as breaks when appropriate. If you are testing with an approved accommodation, these announcements may differ from the timing and breaks listed in this document.
- Your proctor may skip some instructions that don't apply to your testing situation.
- If you are testing with approved accommodations, your proctor may give you additional directions.

All shaded text are directions spoke by your proctor.

Contents

| | |
|--|----------|
| Notes to the Student..... | ii |
| SAT Script..... | 4 |
| Before the Test Begins..... | 4 |
| Testing Rules and Consequences..... | 4 |
| Confirm Personal Devices Are Powered Off..... | 5 |
| Prepare Desks for Testing..... | 6 |
| Test Materials Distribution..... | 6 |
| How to Fill in the Answer Sheet..... | 8 |
| Final Points Before Testing..... | 10 |
| Section 1: Reading Test..... | 10 |
| Certification Statement..... | 11 |
| Section 2: Writing and Language Test..... | 12 |
| Section 3: Math Test – No Calculator..... | 13 |
| Section 4: Math Test – Calculator..... | 14 |
| After Section 4..... | 15 |
| Section 5..... | 16 |
| After Section 5..... | 17 |
| Before the Start of the Essay..... | 17 |
| The Essay..... | 17 |
| Time the Essay Section..... | 18 |
| Dismissal: SAT with Essay..... | 19 |
| Answer Sheet Collection..... | 19 |
| Before Dismissing Students..... | 19 |
| Dismissal: SAT Without Essay..... | 20 |
| Test Book Collection..... | 20 |
| Answer Sheet Collection..... | 21 |
| Before Dismissing Students..... | 21 |
| Dismissal: Combined Room..... | 21 |
| Test Book Collection..... | 22 |
| Answer Sheet Collection..... | 22 |
| Before Dismissing Students..... | 22 |
| Administration of the Essay to Remaining Students..... | 23 |

SAT Script

Before the Test Begins

At all administrations, your proctor will say:

Good morning. As you know, you're here to take the SAT. Congratulations on taking this important step toward your college and career goals.

Before you begin the test, I am going to read some instructions. This should take about 20 minutes. Please listen carefully and raise your hand if you have any questions. Remember, my role is to make sure you have the best opportunity to demonstrate your skills and knowledge.

First, let's make sure you're in the right room. If any of the information on your admission ticket doesn't match what's posted [*your proctor will indicate where information is posted*], or if you have the word "Roster" or "NAR" in the header of your ticket, please raise your hand now.

For Saturday Testing

If you're testing on Saturday, skip ahead to **Testing Rules and Consequences**.

For Sunday Testing

If you're testing on Sunday, continue with this script.

To Sunday test takers, your proctor will say:

Today's test is only for students who cannot test on Saturday because of religious beliefs and have been approved by College Board for Sunday testing. If you took the SAT or SAT Subject Tests on Saturday, you cannot test again today. Your scores will not be reported.

Testing Rules and Consequences

At all administrations, your proctor will say:

College Board SAT Terms and Conditions include rules and policies to make sure all students have a fair and equal test experience. All of you in this room today are responsible for helping make that happen. If anyone disturbs others or tries to gain an unfair advantage, I'll ask them to leave the room and their scores will be canceled. They may also be prevented from taking other College Board tests in the future.

Your proctor will list examples of misconduct by saying:

Here are some examples of unfair advantages:

- Giving or receiving help of any kind

- Looking through the test book before time starts
- Looking at any section or test other than the one we're currently on
- Marking or changing answers after time is called
- Attempting to remove test materials from the testing room
- Using a mobile phone or any other unauthorized testing aid either during testing or during breaks
- Using an answer key or sharing answers with anyone during or after the test
- Going to a locker or leaving the building during the test
- Attempting to take the test for someone else
- Eating or drinking during testing without an approved accommodation to do so
- Causing a disturbance
- Failing to follow testing procedures

These policies help make sure your testing experience today is fair, and that you can focus on your own test without distractions.

If you see anything that concerns you, please talk to me or another testing staff member after the test, and we'll help you with any next steps.

Are there any questions about anything I've said so far?

Confirm Personal Devices Are Powered Off

Next, your proctor will say:

You should have turned in or stored away your electronic devices by now, but we do need to make sure all electronic devices are powered off. This includes phones, watches with alarms, smartwatches, tablets, computers, or any other electronic devices.

If you've already turned in a device and you're not sure whether you turned it off, raise your hand and I'll let you double-check that it's off.

Then your proctor will say:

If you still have a device with you or at your desk, please power it off and raise your hand now. I will collect it and return it to you at the end of the test. Make sure all alarms are disabled, because if your device makes noise during testing, even if it's been collected, I will have to dismiss you and your scores will be canceled.

If anyone has a phone or other device that makes noise or anyone uses any prohibited device at any time, including during breaks, I will ask them to leave. Their scores will be canceled and their device may be confiscated. This can be

very distracting, so please be considerate of the other students in the room and think carefully about any devices you brought today.

Prepare Desks for Testing

Next, your proctor will say:

Thank you for paying attention to these instructions. Now, you'll clear your desks for testing.

If you brought extra batteries, drinks, or snacks, put them on the floor under your desk.

On your desk, you should have your admission ticket, Number 2 pencils with erasers, and acceptable calculator and backup calculator, if you brought them. Please remove any other items from your desk and place them in your bags at the front or side of the room.

After desks are cleared of prohibited items, your proctor will say:

Thank you. I will take a moment now to look around and make sure you're all using acceptable calculators.

After approving all devices, your proctor will say:

Please remember that you may not share or exchange calculators at any time. Put your calculator under your desk now. You won't need it for Section 1.

Test Materials Distribution

Once calculators are off the desks, your proctor will say:

I am now going to give you an answer sheet and test book. **Don't open the test book, and don't write anything before I tell you to.**

After test books have been distributed, your proctor will say:

First, check to see that your test book and answer sheet say "SAT." If either one of them says "SAT Subject Tests," please raise your hand now.

Once all students have the right materials, your proctor will say:

Now, turn over the test book. The back cover has important directions about the test and how to mark your answers so they can be scored properly. Please read it now, and look up when you're finished.

To students approved to use a large-block answer sheet, your proctor will say:

If you're using a large-block answer sheet, please also read the instructions on the front of the answer sheet about where and how to mark your answers. You'll mark the squares with an X rather than filling in bubbles, and the page numbers will be different from those I announce.

After all students have read the directions, your proctor will say:

Are there any questions about the information you just read?

I'll give the most important points about marking your answers to make sure they're clear; please listen carefully.

- Mark all of your answers on the answer sheet unless you have College Board approval to mark them in the test book. Only answers marked on the answer sheet can be scored.
- Make sure you use a Number 2 pencil. Don't use a pen, a colored pencil, or a mechanical pencil—your answer sheet may not score properly if you don't use a Number 2 pencil.
- Fill in the bubbles on the answer sheet darkly and completely.
- Don't make any marks on your answer sheet other than your answers. Stray marks on your answer sheet will interfere with scoring.

Now fill in your name on the back of the test book exactly as it appears on your admission ticket. Occasionally, a student in the standard room will be approved to write answers in the test book. If you have such a student, read the following script quietly to them. Otherwise, skip past the script. Please print your last name, first name, and middle initial, if you have one. Then fill out the test center information. This test center's number is _____, its name is _____, and the room name or number is _____. This information is all posted here. *[your proctor will point to the information]*

To students approved to write answers in their test book, your proctor will say:

Circle the letter of your chosen answer in your test book. Circle only 1 answer for each question. If you change your mind, erase as completely as you can.

If you've been approved to record your answers in your test book, circle the letter of your chosen answer in your test book. Circle only 1 answer for each question. If you change your mind, erase as completely as you can. If you are not approved for this accommodation, be sure to record your answers on the answer sheet.

For Sunday or Makeup Testing

If you're testing on a Sunday or in an international center, or taking a Makeup test, skip ahead to **How to Fill in the Answer Sheet**.

For Saturday Testing

Continue with the following script.

Then, your proctor will say:

Your test has 5 multiple-choice sections and contains some questions that won't be used to compute your scores. These questions can appear in any section, so remember to do your best on all sections.

How to Fill in the Answer Sheet

When all students are ready, your proctor will say:

Take out your answer sheet and find field 1.

In field 1:

- Print your last name, first name, and middle initial, if you have one, spelled exactly as they are spelled on your admission ticket. Raise your hand if you have a misspelling on your ticket.

Next, your proctor will say:

- Next, print your home address.
- Print your phone number, including the area code.
- Print the city and state (or country) of this center.
- Read the statement on the next line; then sign your full name and fill in today's date. Please look up when you're done.

Your proctor will continue by saying:

In field 2:

Print the first 6 letters of your last (or family) name, the first 4 letters of your first (or given) name, and your middle initial, if you have one. Include blanks, dashes, or apostrophes if these are part of your name. The spelling of your name must exactly match your admission ticket. Fill in the corresponding bubbles.

Then, your proctor will say:

In field 3:

For your date of birth, fill in the month, day, and last 2 digits of the year you were born. Start with a zero if filling in a 1-digit number. Fill in the corresponding bubbles and look up when you're done.

In field 4:

Copy the registration number that is printed on your admission ticket. Double-check the number to make sure it's correct and complete. Fill in the corresponding bubbles and look up when you're done.

In field 5:

Write in the U.S. zip code of your home address and fill in the corresponding bubbles. Leave field 5 blank if you don't have a zip code.

To complete the test information, your proctor will say

In field 6:

Print the number of this test center _____ as posted and fill in the corresponding bubbles.

In field 7:

Look at the front cover of your test book. In the upper right corner find the "Test Book Serial Number" and enter the number into field 7 on your answer sheet. Fill in the corresponding bubbles.

In field 8:

Turn your test book over to the back cover. Find the Form Code and enter the code into field 8 on your answer sheet. Fill in the bubbles exactly as shown.

In field 9:

Find the Test ID and enter the code in field 9. Look up when you are done.

After students have completed fields 1–9, your proctor will say:

To prevent problems with getting your scores, check the Form Code and Test ID to make sure you entered them correctly.

Once students have checked fields 8 and 9, your proctor will say:

In field 10:

Fill in the bubble for the test that you're taking today, "SAT with Essay" or "SAT." If you aren't sure, this information is printed on your admission ticket.

Now, remove your admission ticket from your desk and place it on the floor under your desk. If you get up from your desk at any point, including breaks, please be sure to take both your admission ticket and your ID with you.

Final Points Before Testing

When everyone is ready, your proctor will say:

You'll begin the test in just a few minutes, after I read a few final points.

During the test, keep your answer sheet and test book flat on your desk. If you find a defect, or if you realize that you've been writing answers in the wrong section of your answer sheet, raise your hand and I'll come over.

Then, your proctor will say:

The test is timed by section. I'll post the start and end times for each timed portion here *[your proctor will indicate where this information will be posted]*, and I'll announce the time remaining about halfway through each timed portion and again when 5 minutes are left.

I'll also walk around the room during the test to make sure everyone is working on the correct section. For the SAT, you can only work on 1 section at a time. You are not allowed to move to the next section until you're told to do so. This may be different from what you're used to, so make sure not to move ahead or look back, even if you finish the current section.

Remember to do your best and provide an answer for every question, even if you're not sure of the correct answer. **You won't lose points for incorrect answers.**

Once the test is over, please stay seated and don't leave the room until I dismiss you.

If you have any final questions, you may ask them now.

Section 1: Reading Test

When everyone is ready, your proctor will say:

We'll start testing with Section 1, the Reading Test. Once we begin, you'll have 65 minutes to work on Section 1. I'll post the start and stop times, and I'll let you know when we're about halfway through the section and when 5 minutes are left.

Please open your answer sheet to Section 1. Don't start work until I tell you to. Keep your answer sheet and test book flat on your desk. Be sure to mark your answers in Section 1 of the answer sheet and check that your answers are in the right spaces for each numbered question. If you skip a question to come back to it later, make sure you leave that line blank on the answer sheet.

If you finish before I call time, you can check your work on this section, but you may not turn to any other section of the test book or answer sheet. As I

mentioned before, you won't lose points for incorrect answers, so try to answer every question, even if you're not sure of the correct answer.

Now, open your test book to Section 1, read the directions, and begin work. Good luck, everyone. Time starts now.

After 30 minutes, your proctor will say:

You have 35 minutes remaining in this section.

After 60 minutes, your proctor will say:

You have 5 minutes remaining in this section.

After exactly 65 minutes, your proctor will say:

Please stop work and put your pencil down.

Close your answer sheet and put it in the front of your test book. Close your test book and leave it on your desk.

We will now stop for a 10-minute break. Please listen carefully to these rules:

- If you brought a snack, you may eat it in designated areas only. Drinks are also only allowed in designated areas.
- Only go to designated areas, the hallway, or the restroom.
- Don't discuss test questions with anyone, or use any kind of electronic device during the break.
- Please be considerate of students working in other rooms and don't talk in the hallway.

Take your ID and admission ticket with you if you leave the room. I will recheck both when you return. We'll start testing again in exactly 10 minutes.

At the end of the break, your proctor will say:

Please take your seat.

Certification Statement

When everyone is ready, your proctor will say:

When you submit your answer sheet, you are agreeing that you will not, under any circumstances, take any test questions from the testing room, give them to anyone, or discuss them with anyone through any means, including, but not

limited to, email, text messages, or the internet. These conditions are spelled out in the *Student Registration Booklet* and online at sat.org.

Leave your test book closed, and take out your answer sheet. Find the certification statement on the front page. If you are using a large-block answer sheet, this is on the back page. Copy the statement in your usual handwriting style; either printed or cursive is fine. The quality of your handwriting will not be used to calculate your score. Then sign your full name as you would on an official document and enter today's date. The statement and signature are required.

Please put your pencil down when you are finished.

Section 2: Writing and Language Test

Your proctor will say:

We'll now move on to Section 2, the Writing and Language Test. Once we begin, you'll have 35 minutes to work on this section. I will post the start and stop times, and I'll let you know when we're about halfway through the section and when 5 minutes are left.

Open your answer sheet and find Section 2. Don't start work until I tell you to. Keep your answer sheet and test book flat on your desk. Be sure to mark your answers in Section 2 of the answer sheet and check that your answers are in the right spaces for each numbered question.

If you finish before time is called, you may check your work on this section, but you may not turn to any other section of the test book or answer sheet. Please keep your calculator under your desk.

Now, open your test book to Section 2. Read the directions and begin work. Time starts now.

After 15 minutes, your proctor will say:

You have 20 minutes remaining in this section.

After 30 minutes, your proctor will say:

You have 5 minutes remaining in this section.

After exactly 35 minutes, your proctor will say:

Please stop work and put your pencil down.

Put your answer sheet on top of the page in your test book that you are currently working on. Close your test book and leave it on your desk.

Section 3: Math Test – No Calculator

When everyone is ready, your proctor will say:

We'll now move on to Section 3, the Math Test without Calculator. Once we begin, you'll have 25 minutes to work on this section. We will take a short break after the section is finished. I will post the start and stop times, and I will let you know when we're about halfway through the section and when 5 minutes are left.

Open your test book, take out your answer sheet, and find Section 3 in your answer sheet. Don't start work until I tell you to. Keep your answer sheet and test book flat on your desk. Be sure to mark your answers in Section 3 of the answer sheet and check that your answers are in the right spaces for each numbered question. Most questions are multiple choice, but the last few questions are "student-produced responses." Directions for filling in your answers to these questions are in your test book. You'll never need more than 4 spaces to record your answer, and some answers might not use all 4 spaces. If you've been approved to record your answers in your test book, be sure to mark answers clearly (for example, circle your final answer).

Although this is a math section, you are not allowed to use a calculator on this portion of the test. Please keep your calculator under your desk unless you have been approved to use a 4-function calculator as an accommodation.

If you finish before time is called, you may check your work on this section, but you may not turn to any other section of the test book or answer sheet.

Now, turn to Section 3 in your test book. Read the directions and begin work. Time starts now.

After 10 minutes, your proctor will say:

You have 15 minutes remaining in this section.

After 20 minutes, your proctor will say:

You have 5 minutes remaining in this section.

After exactly 25 minutes, your proctor will say:

Please stop work and put your pencil down.

To help you find your place quickly after the break, put your answer sheet on top of the page in your test book that you're currently working on. Close your test book and leave it on your desk.

We'll now stop for a 5-minute break. If you have brought a snack, you may eat it in designated areas only. As before, don't go anywhere other than designated

areas, the hallway, or the restroom. Don't talk in the hallway or discuss the test questions with anyone.

Take your ID and admission ticket with you if you leave the room. I will recheck both when you return. We'll start testing again in exactly 5 minutes.

At the end of the break, your proctor will say:

Please take your seat.

Don't open your test book until I tell you to do so.

Section 4: Math Test – Calculator

When everyone is ready, your proctor will say:

We'll now move on to Section 4, the Math Test with Calculator. Once we begin, you'll have 55 minutes to work on Section 4. I'll post the start and stop times and let you know when we're about halfway through the section and when 5 minutes are left.

You may use a calculator for this section. If you brought a calculator, please take it out now and place it on your desk.

Even though you're allowed to use a calculator for this section, all the questions can be answered without a calculator. If you use a calculator, remember to follow these guidelines:

- Keep your calculator flat on your desk or hold it so other students cannot view your work.
- Do not share or exchange your calculator.
- If you brought a backup calculator, keep it on the floor underneath your desk.
- If your calculator malfunctions and you have batteries or a backup calculator, raise your hand. I will see if your substitute is acceptable. If you don't have a backup, continue taking the test and do the best you can.

Open your test book, take out your answer sheet, and find Section 4 in your answer sheet. Don't start work until I tell you to. Keep your answer sheet and test book flat on your desk. Be sure to mark your answers in Section 4 of the answer sheet and check that your answers are in the right spaces for each numbered question. Most questions are multiple choice, but the last few questions are "student-produced responses." Fill these out just like you did with the last section. The directions for filling in your answers are in your test book. You'll never need more than 4 spaces to record your answer, and some answers might not use all 4 spaces. If you've been approved to record your answers in your test book, be sure to mark your answers clearly (for example, circle your final answer).

If you finish before time is called, you may check your work on this section, but you may not turn to any other section of the test book or answer sheet.

Now, turn to Section 4 in your test book. Read the directions and begin work. Time starts now.

After 30 minutes, your proctor will say:

You have 25 minutes remaining in this section.

After 50 minutes, your proctor will say:

You have 5 minutes remaining in this section.

After 55 minutes, your proctor will say:

Stop work and put your pencil down.

After Section 4

Your proctor will read the option that applies to your test situation:

If you're taking a **SUNDAY** or **MAKEUP** test, or if you are testing internationally, follow along with script (A) and turn to the appropriate section. If you're taking a **SATURDAY** test in a U.S. center, skip ahead to script (B) and continue with the break.

(A) Prepare for collecting test books by saying:

Close your answer sheet and test book, and place your answer sheet next to your test book.

The proctor will read instructions based on the type of room you are testing in. Use the test type information posted at the front of the room to figure out what instructions to read next:

- If your proctor posted "SAT and SAT with Essay" as the test type for your room, go to [Dismissal: Combined Room](#) on page 21.
- If your proctor posted "SAT" as the test type for your room, go to [Dismissal: SAT Without Essay](#) on page 20.
- If your proctor posted "SAT with Essay" as the test type for your room, go to [Before the Start of the Essay](#) on page 17.

(B) For Saturday testing, your proctor will announce a break before Section 5 by saying:

To help you find your place quickly after the break, put your answer sheet on the page in your test book where you stopped working. Close your test book and

leave it on your desk. We will now stop for a 2-minute stretch break. You may not leave the room or discuss test questions.

After the break, your proctor will say:

Please take your seat.

Section 5

Then your proctor will say:

We'll now move on to Section 5. Once we begin, you'll have 20 minutes to work on Section 5. I'll post the start and stop times, and let you know when 5 minutes are left before the end of the section. Keep your answer sheet and test book flat on your desk.

Your test book has Reading, Writing and Language, or Math questions for this section. Please open your test book to Section 5 and look at the top of the test page. If the title of your section is "Math Test – Calculator" you may keep your calculator on your desk. For any other test, you must place your calculator under your desk now. Don't begin work until I tell you to do so. If you're allowed to use a calculator, remember to follow these guidelines:

- Keep it flat on your desk or hold it so other students cannot view your work.
- Don't share or exchange your calculator.

Please turn to Section 5 of your answer sheet. Be sure to mark your answers in Section 5 of the answer sheet and check that your answers are in the right spaces for each numbered question.

Most questions are multiple choice, but the last few questions may be "Student-Produced Responses." Directions for filling in your answers to these questions are in your test book. You'll never need more than 4 spaces to record your answer, and some answers might not use all 4 spaces.

To start Section 5, your proctor will say:

If you finish before time is called, you may check your work on this section, but you may not turn to any other section in your test book or answer sheet.

Now, turn to Section 5 in your test book. Read the directions and begin work. Time starts now.

After 15 minutes, your proctor will say:

You have 5 minutes remaining in this section.

After exactly 20 minutes, your proctor will say:

Please stop work and put your pencil down. Close both your test book and answer sheet and place them side by side on your desk.

After Section 5

Your proctor will read instructions based on the type of room you are testing in. Use the test type information posted at the front of the room to figure out what instructions to read next:

- If your proctor posted "SAT and SAT with Essay" as the test type for your room, go to [Dismissal: Combined Room](#) on page 21.
- If your proctor posted "SAT" as the test type for your room, go to [Dismissal: SAT Without Essay](#) on page 20.
- If your proctor posted "SAT with Essay" as the test type for your room, continue with Before the Start of the Essay.

Before the Start of the Essay

Your proctor will collect test books by saying:

Please double-check that fields 7, 8, and 9 on your answer sheet are correctly filled in and match what's on the front and back of your test book.

Before we start the Essay section, I'll collect your test books, but you'll keep your answer sheets. Please sit quietly while I collect and count your test books. You can stand and stretch if you need to, but please don't talk.

The Essay

Your proctor will say:

If you have a calculator out, please put it under your desk. I will now give an Essay book to each of you. Don't open your Essay book until I tell you to do so.

After distributing Essay books, your proctor will say:

Turn your Essay book over and print your last name, first name, and middle initial, if you have one. Then print the center number _____, this school's name _____, and this room number (or name) _____. Please look up when you are done.

Now, open your answer sheet to page 4. If you are using a large-block answer sheet, open to page 17. On the back of your Essay book, find the Essay Code. Copy the Essay Code into the field on your answer sheet exactly as it appears on the back of your Essay book and fill in the corresponding bubble. This field must be correctly filled in, or your essay might not be scored.

Your proctor will continue by saying:

Now I'm going to give you a few points to help you make sure your essay is scored accurately.

- Use the unlined Planning Page to take notes and plan your essay. Nothing you write on the unlined page will be scored.
- When I tell you to begin work on the Essay section, start writing your essay on the first lined page, that says "Begin Your Essay Here." Write your essay on these lined pages and within the marked margins.
- Use a Number 2 pencil. If you don't use a pencil, or if you leave the essay blank, you'll receive an Essay score of zero.
- Your essay must fit within the pages provided. Don't write anything past the word "STOP" on the last lined page, because anything written past that point won't be scored.

Time the Essay Section

Your proctor will say:

Once we begin this section, you'll have 50 minutes to read the directions and work on the Essay. I'll post the start and stop times and let you know when we're about halfway through the section and again when we have 5 minutes left. If you finish before time is called, you may check your work on your essay, but you may not work on any other section of your answer sheet. Keep your answer sheet and Essay book flat on your desk.

Please don't sign your essay or add your name to it (as in, "By Jane Doe"). Doing so could delay your essay score.

Now read the directions on the front of your Essay book, then open the Essay book and begin work. Time starts now.

After 25 minutes, your proctor will say:

You have 25 minutes remaining in this section.

After 45 minutes, your proctor will say:

You have 5 minutes remaining in this section.

After exactly 50 minutes, your proctor will say:

Stop work. Put your pencil down. Close your Essay book and your answer sheet. Place your answer sheet faceup on your desk.

Dismissal: SAT with Essay

To all students, your proctor will say:

Congratulations. You've completed the SAT. No matter how you feel it went, you've accomplished a lot just by being here today and completing the test.

Now, place your admission ticket next to your answer sheet.

Then your proctor will say:

I will now collect your Essay books.

Your proctor will read the following script if appropriate in your testing room.

Your proctor will guide students to complete the answer sheet by saying:

If you haven't yet completed the information on the first page of your answer sheet, turn to that page now and complete fields 1 through 10. Raise your hand if you have any questions. When you're finished, put your pencil down and look up. If you've already completed fields 1 through 10, please sit quietly; we'll be ready to move on soon.

Answer Sheet Collection

Your proctor will say:

I'm now going to collect your answer sheets and make sure your information is complete. Thanks for your patience.

Before Dismissing Students

After all materials are accounted for, your proctor will say:

Remember, by submitting your answer sheet, you agree that you won't take any test questions from the testing room, give them to anyone, or discuss them with anyone over email, text messages, online, or any other way. This helps make sure all students have a fair and equal test experience. If you saw anything today that concerns you, come and talk to me before you leave.

If you want to cancel your scores, ask me for a form and complete it before you leave the room, or check sat.org/scores for details. College Board must receive your **signed cancellation request** in writing no later than the fourth weekday after the test. You cannot cancel your scores with an email message or phone call.

As I said at the beginning of the test, if a person violates any of these policies related to test security, their scores will be canceled and they may be prevented from taking other College Board tests in the future.

Then your proctor will say:

Please wait in your seat until I dismiss your row. At that point, you may gather your belongings and come up to collect anything you turned in before the test. As you leave, please be considerate of people still working in other rooms. Again, congratulations on your hard work today.

Your proctor will collect this booklet from you before you leave.

Dismissal: SAT Without Essay

Your proctor will say:

Congratulations. You've completed the SAT. No matter how you feel it went, you've accomplished a lot just by being here today and completing the test.

Now, place your admission ticket next to your answer sheet.

Your proctor will read the following script if appropriate in your testing room.

Your proctor will guide students to complete the answer sheet by saying:

If you haven't yet completed the information on the first page of your answer sheet, turn to that page now and complete fields 1 through 6 and field 10. Be careful to match the information on your admission ticket where applicable. When you're finished, put your pencil down and look up. If you've already completed these fields, please sit quietly; we'll be ready to move on soon.

Test Book Collection

To all students, your proctor will say:

Please double-check that fields 7, 8, and 9 on your answer sheet are correctly filled in and match what's on the front and back of your test book.

Then your proctor will say:

I'll collect all test books now.

Answer Sheet Collection

Your proctor will say:

I'm now going to collect your answer sheets and make sure your information is complete. Thanks for your patience.

Before Dismissing Students

After all materials are accounted for, your proctor will say:

Remember, by submitting your answer sheet, you agree that you won't take any test questions from the testing room, give them to anyone, or discuss them with anyone over email, text messages, online, or any other way. This helps make sure all students have a fair and equal test experience. If you saw anything today that concerns you, come and talk to me before you leave.

If you want to cancel your scores, ask me for a form and complete it before you leave the room, or check sat.org/scores for details. College Board must receive your **signed cancellation request** in writing no later than the fourth weekday after the test. You cannot cancel your scores with an email message or phone call.

As I said at the beginning of the test, if a person violates any of these policies related to test security, their scores will be canceled and they may be prevented from taking other College Board tests in the future.

Then your proctor will say:

Please wait in your seat until I dismiss your row. At that point, you may gather your belongings and come up to collect anything you turned in before the test. As you leave, please be considerate of people still working in other rooms. Again, congratulations on your hard work today.

Your proctor will collect this booklet from you before you leave.

Dismissal: Combined Room

To all students, your proctor will say:

Some of you are registered for the SAT with Essay. Please remain seated as I collect your test books and dismiss students who aren't taking the Essay. For everyone else, you've now completed the SAT. Congratulations. No matter how you feel it went, you've accomplished a lot just by being here today and completing the test.

Your proctor will read the following script if appropriate in your testing room.

Your proctor will guide students to complete the answer sheet by saying:

If you have not yet completed the information on the first page of your answer sheet, turn to that page now and complete fields 1 through 6 and field 10. Be careful to match the information on your admission ticket where applicable. Raise your hand if you have any questions. When you're finished, put your pencil down and look up. If you've already completed these fields, please sit quietly; we'll be ready to move on soon.

Test Book Collection

To all students, your proctor will say:

Please double-check that fields 7, 8, and 9 on your answer sheet are correctly filled in and match what's on the front and back of your test book.

Then your proctor will say:

I'll collect all test books now.

Answer Sheet Collection

To all students, your proctor will say:

I'm now going to collect your answer sheets and make sure your information is complete. If you'll be taking the Essay, please place your answer sheet facedown. You may take a quiet stretch break while I dismiss students who are finished. Everyone who isn't taking the Essay, please turn your answer sheet faceup on your desk. Place your admission ticket on the desk so I can check your answer sheet as I collect it.

Before Dismissing Students

After all materials are accounted for, your proctor will say:

Remember, by submitting your answer sheet, you agree that you won't take any test questions from the testing room, give them to anyone, or discuss them with anyone over email, text messages, online, or any other way. This helps make sure all students have a fair and equal test experience. If you saw anything today that concerns you, come and talk to me before you leave.

If you want to cancel your scores, ask me for a form and complete it before you leave the room, or check sat.org/scores for details. College Board must receive your **signed cancellation request** in writing no later than the fourth weekday after the test. You cannot cancel your scores with an email message or phone call.

As I said at the beginning of the test, if a person violates any of these policies related to test security, their scores will be canceled and they may be prevented from taking other College Board tests in the future.

Please wait in your seat until I dismiss your row. At that point, you may gather your belongings and come up to collect anything you turned in before the test. As you leave, please be considerate of people still working in other rooms. Again, congratulations on your hard work today.

Administration of the Essay to Remaining Students

- If you are taking the Essay, turn back to the [The Essay](#).
- If you are not taking the Essay, your proctor will collect this booklet from you before you leave.